

**TENNESSEE DEPARTMENT OF EDUCATION  
DIVISION OF SPECIAL EDUCATION  
OFFICE OF MANAGEMENT SERVICES**

**REPORTS DUE FOR SY 2011-2012**

<b><u>TITLE OF REPORT</u></b>	<b><u>HOW MANY?</u></b>	<b><u>TO WHOM?</u></b>	<b><u>DUE DATE?</u></b>
PART B Comprehensive Application for Special Education Services	Original and four (4) Copies Plus Electronic or scanned Version	Management Consultant	June 1
Amendments to IDEA	Original and four (4) Copies	Management Consultant Prior to Obligating	Prior to Obligation of Funds
Carry-Over (21) Project	Original and four (4) copies with Completion Report	Management Consultant	Submit with your Completion Report
December Census (includes Oct. Court Report)	Original and one (1) copy	Terry Long	December 22
Private Schools - Proportionate Amount Calculation	Original & one (1) copy	Management Consultant	December 22
Reimbursement Request for High Cost Students	One (1) original per student request	Management Consultant	June 30
End of Year Report (includes February Court Report)	Original and one (1) copy	Terry Long	June 30
Contracts necessary only for full time program(s) for individual or group of student(s)	Original and One (1) Copy	Management Consultant	With Comprehensive Application <u>or</u> Additional contracts within 30 days of placement.
State Special Education Expenditures	Original and One (1) copy	Original to Kathi Rowe Copy to Management Consultant	August 1
Private Schools – Proportionate Amount Evaluation	Original & one (1) copy	Management Consultant	August 1
Excess Cost Calculations	To Be Completed by State Fiscal Office		September 30
Federal Completion Report	Original & two (2) copies	Management Consultant	90 days after project completion and/or Dec. 30 <sup>th</sup> (at latest)